

2015

Temporary Food Event – Coordinator’s Checklist

RETURN TO HEALTH DEPARTMENT DISTRICT OFFICE THIRTY (30) DAYS BEFORE EVENT.

(Submittal of checklist not required for single day events or events with five or less food vendors.)

Providing the following information will help to ensure that you have a successful event. Be sure to notify all food booth participants of the Health Department requirement to apply for a Temporary Food Permit at least TWO (2) WEEKS PRIOR TO THE EVENT.

Application for a Temporary Food Permit can be made on-line at <http://www.kingcounty.gov/healthservices/health/ehs/portal.aspx>

1. NAME OF EVENT: _____ EVENT DATES: _____

2. EVENT ADDRESS OR LOCATION: _____

3. NAMES OF EVENT COORDINATORS/RESPONSIBLE INDIVIDUALS:

Name: _____ Email: _____ Phone: _____

Name: _____ Email: _____ Phone: _____

4. NUMBER OF ANTICIPATED FOOD BOOTHS: _____

Attach a list of anticipated vendors.

5. EVENT SET UP: Set up date: _____ Time: _____

7. TIME OF EVENT: Opening time: _____ Closing time: _____

8. DESCRIBE RESTROOM FACILITIES FOR FOOD SERVICE WORKERS: _____

(Restrooms must be located within 200 feet of food booths with hot water for handwash. Letter of availability may be required.)

10. WILL ELECTRICITY BE PROVIDED TO THE FOOD BOOTHS? Yes No

If yes, describe: _____

11. WILL WAREWASHING FACILITIES BE PROVIDED FOR FOOD BOOTH OPERATORS? Yes No

(Dishwashing facilities are required if event is over one day long)

• If yes, describe: _____

• How will water be supplied? _____

• How will waste water be disposed? _____

12. HOW WILL GARBAGE BE DISPOSED? _____

(Signature)

(Title)

(Date)

Available in alternative format upon request pursuant to ADA

DISTRICT HEALTH CENTERS
DOWNTOWN
401 5th Ave, 11th Floor
Seattle, WA 98104
206-263-9566

EASTGATE
14350 S.E. Eastgate Way
Bellevue, WA 98007
206-477-8050